

# **DRAFT PROPOSAL FOR ASSEMBLING THE STEERING COMMITTEE FOR THE PUGET SOUND COORDINATED, INTEGRATED MONITORING AND ASSESSMENT PROGRAM**

## **TABLE OF CONTENTS**

|  |          |
|--|----------|
| <b>Introduction .....</b>  | <b>2</b> |
| <b>Objectives of this document .....</b>   | <b>2</b> |
| <b>Synthesis of the Monitoring Consortium 2008 recommendations and<br/>Stakeholder Advice from July 7 2009 meeting in Tacoma. ....</b> | <b>2</b> |
| <b>Role and Responsibilities of the Steering Committee .....</b>   | <b>2</b> |
| <b>Size of the Steering Committee.....</b>   | <b>3</b> |
| <b>Composition and Representation.....</b>   | <b>3</b> |
| <b>Qualities .....</b>   | <b>4</b> |
| <b>Recruitment.....</b>  | <b>4</b> |
| Should the Partnership solicit candidates?.....  | 4        |
| From who does invitation come? .....   | 4        |
| Who decides who sits on the Steering Committee? .....  | 5        |
| <b>Initial tasks of the Steering Committee .....</b>   | <b>5</b> |
| <b>Draft Options for Assembling the Monitoring Program Steering Committee....</b>  | <b>5</b> |
| <b>Questions for Science Panel.....</b>  | <b>6</b> |

## Introduction

One of the first tasks of the monitoring program manager is to facilitate the creation of a Steering Committee that will oversee the Puget Sound coordinated, integrated monitoring and assessment program (Monitoring Program).

After reviewing past documents about the Monitoring Program (Monitoring Consortium 2008 Report to the Legislature and Stakeholder Advice from a group convened in July 2009) and consulting with stakeholders, it appeared that the role and responsibilities of the Steering Committee were fairly well defined.

However, to move forward with assembling the Steering Committee, some aspects of the development of the Monitoring Program and the Steering Committee must be refined. For instance, some key questions remain:

- How does the Steering Committee get assembled, who gives input and when, and who ultimately decides what the process should be?
- What is the role of the Science Panel for assembling the Steering Committee?
- Will the Steering Committee members formally represent caucuses?
- Who selects Steering Committee members and what is the composition?
- What is the relationship between the Steering Committee and the Science Panel?
- By when should the Steering Committee be assembled?

### Objectives of this document

The objective of this document is to 1) Describe the role and composition of the Steering Committee and aspects of recruiting members, synthesized from previous recommendations, 2) Identify key decisions that need to be made, and 3) Present options for moving forward with assembling a Steering Committee.

## Synthesis of the Monitoring Consortium 2008 recommendations and Stakeholder Advice from July 7 2009 meeting in Tacoma.

### Role and Responsibilities of the Steering Committee

A) According to the Monitoring Consortium (2008 Report to the Legislature), the Steering Committee will:

- Oversee the Technical Committee's work to integrate and coordinate monitoring and assessment needs across the ecosystem;

- Initiate “Science-Policy Interface” discussions based on scientific findings;
- Coordinate with others, including decision-makers on statewide and regional data collection and management approaches.

B) According to the Stakeholder Advice from July 2009, the responsibilities of the Steering Committee are to:

- A. Provide strategic direction (defined as “high-level advice about how to develop, support and maintain the program”);
  - Work at the science-policy interface.
  - Direct a program that is responsive to the region’s needs.
  - Help define and ensure compliance with monitoring program requirements and designs that satisfy Puget Sound Partnership requirements as suggested by the Science Panel and Leadership Council. E.g., standards for credible monitoring and results; subjects that need to be monitored).
  - Develop advice to the Partnership and entities invested in ecosystem monitoring about directing funds and monitoring efforts.
  - Discuss allocation of monitoring program resources by various entities.
  - Raise scientific findings for discussion by the Partnership and other agencies.
- B. Oversee the technical committee and work groups:
  - Facilitate communication with work groups to ensure appropriate policy direction for study designs and implementation approaches

## **Size of the Steering Committee**

Monitoring consortium 2008: “A large committee...”

Stakeholder Advice 2009: 12-18 members.

## **Composition and Representation**

Monitoring Consortium 2008:

- Needs to include at least: state agencies, federal agencies; local governments; Tribes; environmental organizations; businesses; ports; and research institutions.
- This broad representation needs to be institutionally formalized to ensure transparency, inclusiveness, and support of the decision-making process.
- The representatives on the Steering Committee are people with scientific and environmental policy backgrounds and practical experience in specific topic areas.
- All parties with interests in program oversight and decision-making should have representation at both management and technical levels.

Stakeholder Advice 2009:

- The Steering Committee is where interested parties are represented. The Steering Committee will represent broad regional interests, including those of the Puget Sound Partnership, who will be represented by the monitoring program manager.
- Steering committee membership should blend scientists and managers.
- Membership should be focused on entities whose resource management and environmental protection missions and interests depend on information from ecosystem monitoring and assessment.
- Represent caucus formally? 3 people said yes.  
Represent caucus less formally? 3 people said yes.
- The questions of the level of Stakeholder engagement and agency/caucus representation was discussed but no consensus was reached.

**Qualities**

Monitoring Consortium 2008:

- Transparency, inclusiveness.

Stakeholder Advice 2009:

- Transparency, trust, credibility.
- Must have the ability to work collaboratively with colleagues, program staff, and other engaged parties.

**Recruitment**

**Should the Partnership solicit candidates?**

Stakeholder Advice 2009 individual answers:

- Send out announcement broadly through common channels of communication.
- Solicit candidates after roles, responsibilities and authorities have been defined.
- Solicit from caucus groups, not wide open.
- Open solicitation but ask specific individuals and agencies to toss their names in the hat, with no promise of being selected.
- Solicit appropriate organizations and allow them to choose a representative.

**From who does invitation come?**

Stakeholder Advice 2009:

- Executive Director
- The Leadership Council

### **Who decides who sits on the Steering Committee?**

Stakeholder Advice 2009:

- Science panel
- Executive Director
- The Ecosystem Coordination Board or an ECB sub-committee
- Partnership Staff, with input from Science Panel
- The Science Panel

### **Initial tasks of the Steering Committee**

Stakeholder Advice 2009:

- Develop program charter and bylaws
- Develop program work plans
- Propose cost sharing arrangements
- Evaluate options for proceeding with program development as a program of the Partnership or by transitioning to an independent institute

Nathalie's thoughts on short-term to mid-term goals:

- Define the scope of monitoring and firmly establish mission and objectives of program
- Identify clients of and needs for the program
- Inventory existing monitoring programs
- Relate existing monitoring programs to needs and clients
- Define terms
- Refine relationships and information flows
- Develop an operational framework or model that defines monitoring and assessment activities with the context of management, protection and restoration activities.

## **Draft Options for Assembling the Monitoring Program Steering Committee**

The role and responsibilities of the Steering Committee have been fairly well defined and agreed upon where as relationships and information flow of the Steering Committee are less clear and can be refined once the Steering Committee is formed.

The next step for the monitoring program to take shape is to assemble the Steering Committee. Important decisions need to be made in order to move including:

- 1) Who selects the people who will sit on a “Steering Committee selection panel” tasked with selecting Steering Committee members?

The decision outcomes of this step will be:

- A Steering Committee Selection Panel
- The decisions that the panel is responsible for and when
- A process for forming an ad-hoc group to give advice to panel

Once 1) is achieved, the next questions that need to be resolved by the Steering Committee selection panel, include:

- 2) Who will sit on the Steering Committee?

- a. Do the Steering Committee members formally represent caucuses?
- b. Who should the invitations be sent to?
- c. What are the selection criteria for committee members?

The decision outcome of this step will be:

- A Steering Committee!

Transparency and inclusiveness are necessary qualities of the monitoring program (Monitoring Consortium 2008 Report to the Legislature, Stakeholder Advice July 2009 and PSAMP 2008 Keys to a Successful Monitoring Program). These qualities are part of the fabric of the monitoring program and therefore are implicit to the process of assembling a Steering Committee. The proposed options for assembling the Steering Committee seeks to present a full range of options for receiving input and making decisions (Table 1).

## Questions for Science Panel

- a) Does the Science Panel want to be involved with assembling the Steering Committee? If so, what is your role, how do you want to be involved (i.e., decider or advisor), who will be involved (i.e, full SP or a sub-committee) and at what point in the process?
- b) Assuming the Science Panel wants to at least provide input, please comment on the options for assembling the Steering Committee.
- c) By when should the Steering Committee be assembled? What is a realistic timeline given the options?

Table 1. Key questions needing to be resolved and options to move forward with assembling the Steering Committee.

**1)**

| Key Question  | Option 1   | Option 2   | Option 3  | Option 4  | Option 5   |
|---|--|--|---|---|--|
| Who selects the people who will sit on a “Steering Committee selection panel”?<br><br>Outcome: Steering Committee Selection Panel | The full Science Panel or representatives of the Science Panel only (with input from monitoring program manager and PSP staff) | The Executive Director only (with input from monitoring program manager and PSP staff) | Science Panel representatives and Executive Director (with input from monitoring program manager and PSP staff) | Science Panel representatives and Executive Director and ECB representatives (with input from monitoring program manager and PSP staff) | Any of options 1 to 4, with advice from an ad-hoc group convened for the purpose of recommending a process |

**2)**

| Key Question   | Option 1  | Option 2   | Option 3   | Option 4  |
|--|---|--|--|---|
| Who sits on the Steering Committee selection panel and who advises the panel, if anyone?<br><br>Outcome: Steering Committee! | Science Panel representatives and Executive Director (with input from monitoring program manager and PSP staff) | Science Panel representatives, Executive Director and ECB representatives (with input from monitoring program manager and PSP staff) | Options 1 or 2 with LC representatives such as Bill Ruckelshaus and Bill Wilkerson | Any of options 1 to 3, with advice from an ad-hoc group convened for the purpose of recommending who sits on Steering Committee |